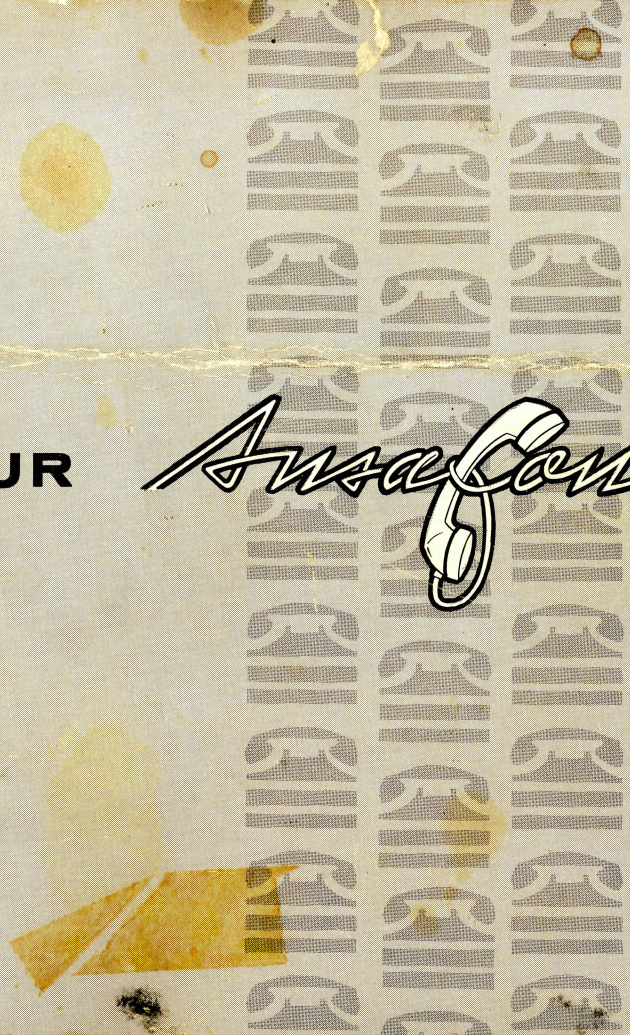
HOW TO USE YOUR Ansafone



FIRST...

KNOW SOME

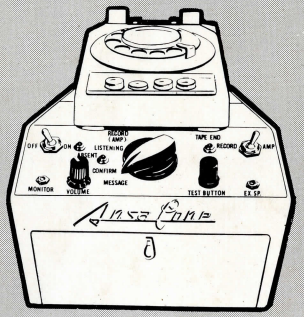
OF THE MANY

THINGS **ANSA FONE**

WILL DO FOR YOU

AND YOUR BUSINESS

Ansafone



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THE 24 HOUR "TELEPHONE SECRETARY"

ANSA FONE, the 24 hour "Telephone Secretary" is always on the job. ANSA FONE is amazingly simple to operate and solves the "unanswered telephone" problem as never before. It answers the phone automatically — makes appointments — takes calls and orders, which would otherwise be lost. With ANSA FONE, the 24 hour "Telephone Secretary" on the job, the calls which are answered will bring profits and prestige, thus ANSA FONE will quickly pay for itself, by preventing lost business, building good-will, and saving valuable time.

REMEMBER

ANSA FONE costs only pennies a day! There are no extra charges on the telephone bill — no installation expenses — no monthly rental fees. ANSA FONE is a simple, complete telephone answering service, personally controlled. ANSA FONE is private — calls can be taken with the ear-phone for complete privacy. The simplicity of ANSA FONE'S operation is thoroughly proven and is fully guaranteed.

NO INSTALLATION . . .

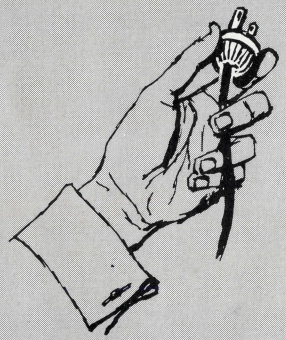
Simply plug into any convenient A/C outlet.

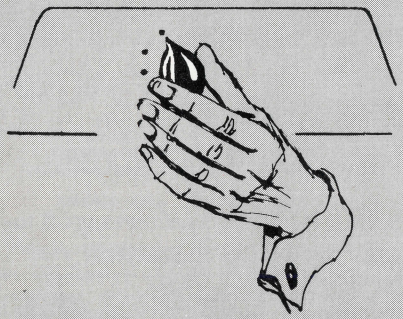
EASY TO OPERATE . . .

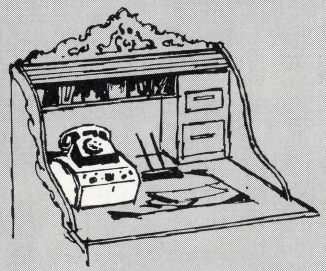
No complicated dials, controls or levers. Designed with handy finger-tip switches for maximum ease of operation.

PORTABLE USE . . .

Use at home too! Compact and smartly styled as a portable typewriter. ANSA FONE can be used at office, home, anywhere, anytime!







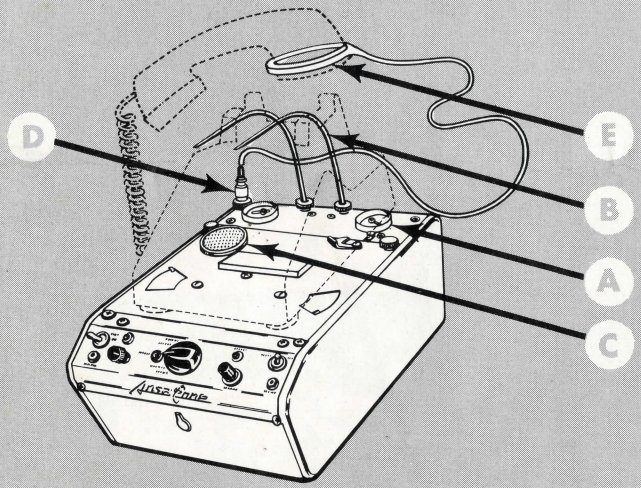
AUTOMATICALLY ANSWERS AND RECORDS:

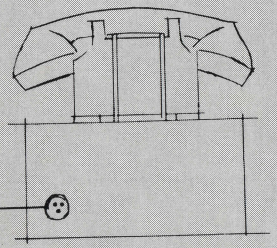
ANSA FONE answers the phone with a personal message. Messages are easily changed at will. Every word of every telephone call is recorded — INCOMING and OUTGOING. Turn the dial and hear each call in its entirety — repeat the call if necessary, or file the entire tape for future reference.

ANSA FONE SCREENS CALLS:

ANSA FONE avoids interruptions, by screening all unwanted incoming calls through an ingenious and simple ear-phone attachment.

TO PUT YOUR ANSA FONE IN OPERATION:





Take receiver off the telephone — place phone on top of the ANSA FONE so that the two rear base hides (A) (located on the base of telephone) are set into the circular receptacles at the two rear corners of the machine. The lifting arms (B) are now located in the center of your telephone directly between the plungers on the cradle. Place the receiver back on the telephone so that the mouthpiece is on the LEFT (directly over the speaker) (C) and the earpiece is on the RIGHT. This will place the handset spiral cord on the left side of the machine. Next, plug in the 3 prong induction coil plug (D) at the rear of the ANSA FONE and slip the induction coil (E) over the earpiece end of the receiver. Connect outlet cord to any convenient A/C outlet and the ANSA FONE is ready to use.

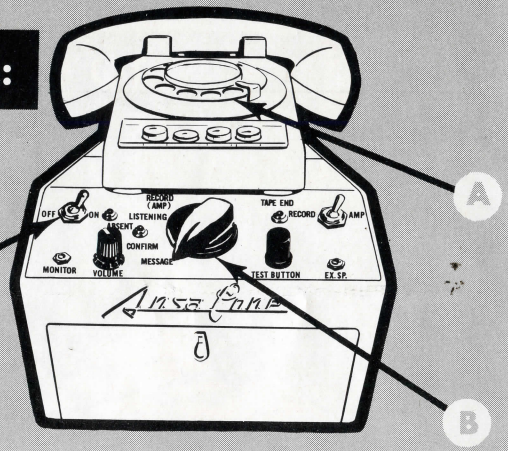
NOTE: Remember telephones are different — ANSA FONE must be adjusted to each individual telephone. These adjustments are made at time of installation.

PLACE YOUR PERSONAL MESSAGE ON TAPE:

A. Pick up receiver, DIAL any ONE number on the phone to remove dial tone.

B. Move CONTROL KNOB to MESSAGE position.

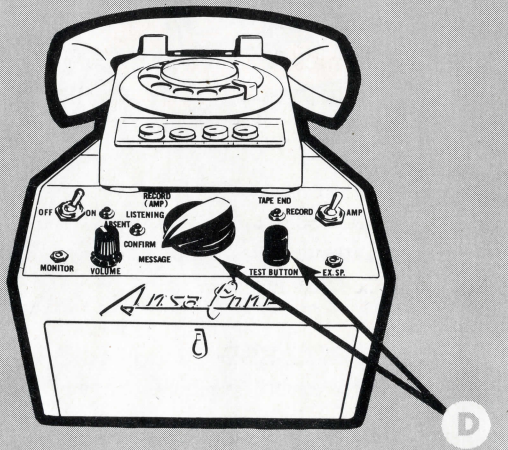
C. Flip switch to ON position. Red light will immediately flash on. This instantly starts the motor and the message tape will begin to record. You have 15 seconds to record your message—(between 40-45 words) and the machine will then automatically stop.



CHECKING MESSAGE:

D. Message may be checked (as to fidelity and volume) by simply moving the CONTROL KNOB to CONFIRM position and press TEST BUTTON. A few practice attempts will enable you to use the correct voice volume, machine volume and ascertain the proper distance of lips in relation to the telephone mouthpiece.

When changing messages or if message is not satisfactory — merely repeat the above steps in the same order. The machine will automatically erase the previous message and record the new.



TO LEAVE ANSA FONE IN CHARGE OF THE TELEPHONE:

(After message has been recorded and confirmed):

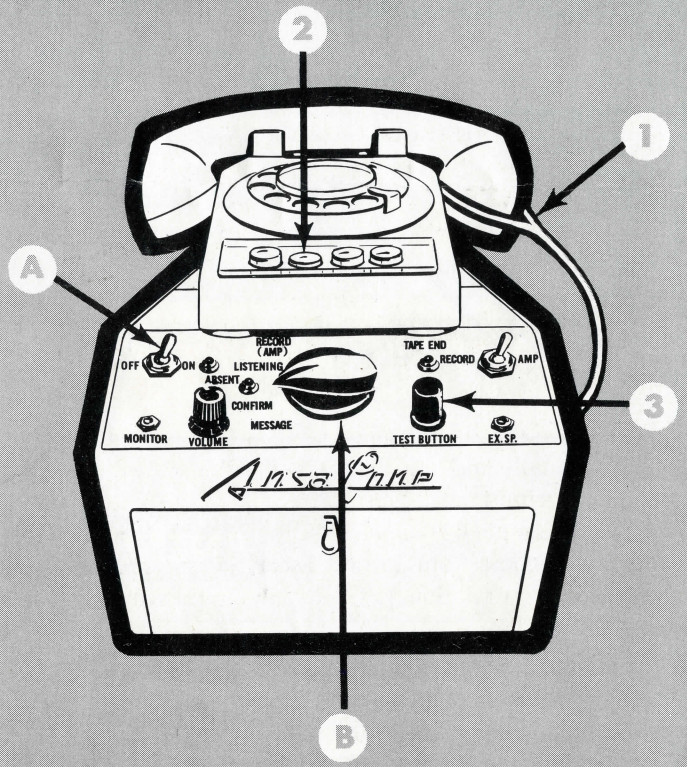
A. Switch to ON position. Red light will flash on.

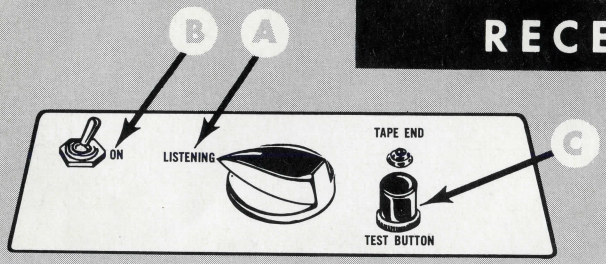
B. Place CONTROL KNOB in ABSENT position. ANSA FONE is now ready to relay your message to all incoming callers and to record all incoming calls.

At this point it is always a good practice to check:

1. That the MAGNETIC RING is in place around the earpiece.
2. That the button on the telephone is depressed (on button controlled telephones) to permit calls to come through.
3. Depress the TEST BUTTON to check the full operation of the answering procedure. The telephone receiver should raise at the first ring. The message will then be heard followed by the BEEP signal and an interval for recording the incoming call. After that the receiver drops back into the cradle. The length of interval for incoming calls can be regulated by our service men.

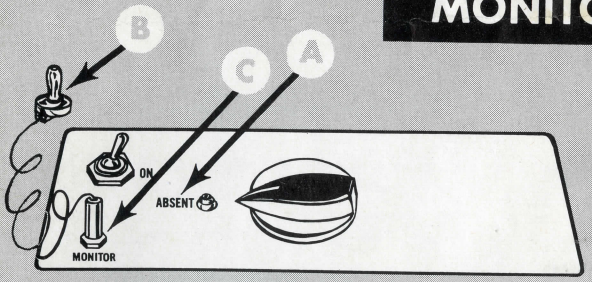
NOTE: TAPE END light must be out for machine to answer in absent position. Simply flip ON-OFF switch to put light out.





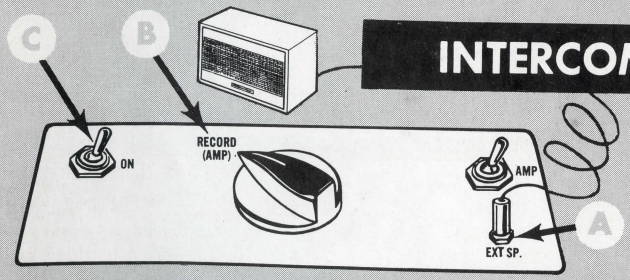
RECEIVING CALLS:

1. Move CONTROL KNOB (A) to LISTEN. This starts the motor and unwinds receiving tape to it's end. (In order to take off unused portion of the tape.) The red light marked TAPE END will flash on.
2. Merely flip the ON-OFF (B) switch once, or depress TEST BUTTON (C) to start machine again. ANSA FONE will now relay all your calls.



MONITORING INCOMING CALLS:

1. ANSA FONE is set in ABSENT (A) position. Use the ear-phone attachment (B) provided. Plug into receptacle marked MONITOR (C) and the incoming call may be heard — (without lifting the receiver) to decide whether you want to answer in person.
2. If so, pick up receiver and start conversation. Do not move the CONTROL KNOB or switch. When conversation is finished hang up as usual. The machine is still in position to answer and receive calls. REMEMBER: Any office noise will be picked up by caller!!

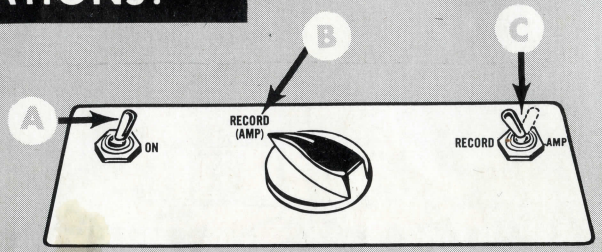


INTERCOM & PAGING SYSTEM:

1. Place speaker in a location in plant or office best suited for paging. Plug in SPEAKER JACK (A) attachment in position marked EXT. SPEAKER. Pick up phone, dial a number to clear dial tone.
2. Turn CONTROL KNOB (B) to RECORD (AMP), switch (C) to ON position. ANSA FONE is now ready to be used for paging. The person paged may answer by picking up the phone on line indicated.

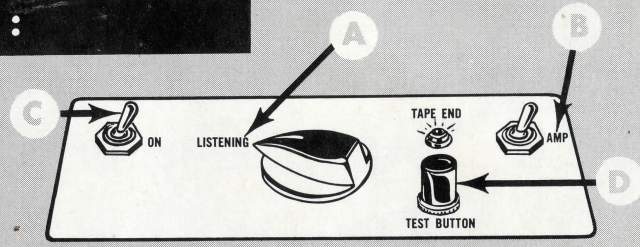
TO RECORD CONVERSATIONS:

1. Switch (A) to ON position.
2. CONTROL KNOB (B) to RECORD (AMP) position.
3. RECORD-AMP (C) switch in AMP position (motor not running).
4. Dial number and when party answers advise him that the conversation is to be recorded. (The law states that anyone whose conversation is to be recorded over the telephone, MUST BE AWARE OF THE FACT). If permission is received — then merely flip the RECORD-AMP (C) switch over to RECORD position. The motor will then start and record both voices.



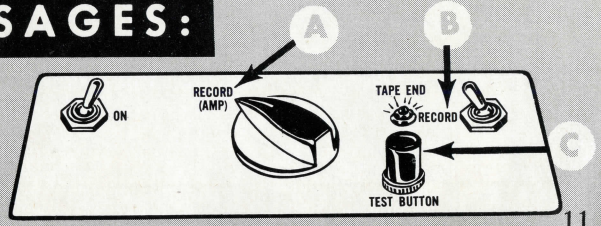
PLAY BACK:

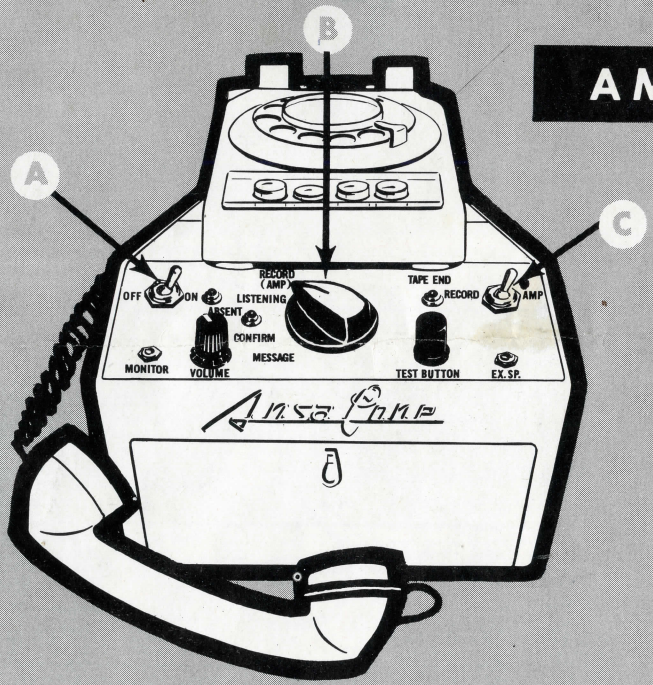
1. To play back the conversation move CONTROL KNOB (A) to LISTENING position and RECORD-AMP switch (B) to AMP position. DO NOT ATTEMPT TO PLAY BACK IN "RECORD" POSITION — THIS WILL ERASE ENTIRE RECORDING!
2. Red light will flash to indicate end of tape. Move ON-OFF (C) switch or depress TEST BUTTON (D) to start tape.



ERASING OLD MESSAGES:

1. With phone in cradle turn CONTROL KNOB (A) to RECORD and RECORD-AMP switch (B) to RECORD.
2. Depress TEST BUTTON (C) to start tape. When tape has run through, light will come on and tape will be clear of messages.





AMPLIFYING POSITION:

ANSA FONE has a special AMPLIFYING position in which entire telephone conversations may be heard by anyone in the room: (In ordinary telephone usage where no recording is needed.)

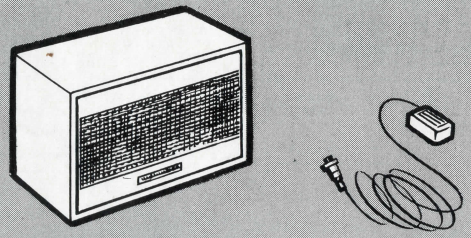
- For use in training purposes.
- Conference calls and group instructions.
- Monitoring in a remote area (away from the telephone being used) by means of the extension speaker.

A. Switch ON. Place telephone receiver on desk.

B. CONTROL KNOB in RECORD-AMP position.

C. RECORD-AMP switch in AMP (Amplifying position). The conversation is not recorded with the controls in these positions.

AT ALL TIMES WHEN RELAYING MESSAGES OUT OR RECORDING CALLS COMING IN — THE SMALL HOOK (located at the top right center of the machine) MUST BE IN AN UNHOOKED POSITION.



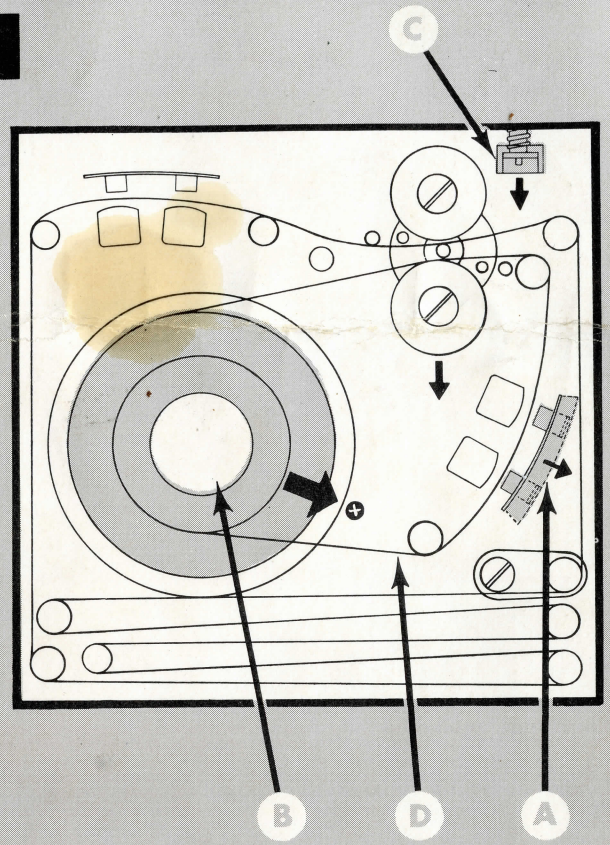
ACCESSORIES:

AMPLIFIER SPEAKER for use as one station intercom or paging system.

MICHROPHONE for all inter-office use in place of induction coil and phone receiver.

TAPE INSTALLATION:

1. Remove top panel by unscrewing the two thumb screws on rear of panel. Raise top from rear and pull out of slots at front. Set cover on left side of machine, being careful of wire attached to cover. DO NOT PULL.
2. Move PRESSURE PAD (A) back to OPEN position.
3. Remove large chrome THUMB SCREW (B) from top of TAPE CARTRIDGE.
4. With right hand, relieve pressure off of tape by pulling PLUNGER (C) forward. With left hand lift TAPE CARTRIDGE from its spindle.
5. To return tape to machine, reverse the above procedure, starting with RED ARROW on cartridge pointing to RED SCREW for proper positioning.
6. After cartridge is in place, line up tape on spindles and take up slack at the near position (D) indicated on the diagram.
7. Move PRESSURE PAD assembly (A) back to CLOSED
8. Turn switch ON. Put CONTROL KNOB into LISTENING position, this will start motor, and the slack will automatically be taken up. Replace cover and telephone.



TAPE STORAGE:

After removing tape from machine, it may be stored for future use. The proper method is to lay flat in a clean container.

HERE IS YOUR WARRANTY

WARRANTY

ANSA FONE CORP. warrants each ANSA FONE to be free from defects in material and workmanship under normal use and service, its obligation under this warranty being limited to making good at its factory any ANSA FONE machine which shall within 90 days after delivery of such instrument to the original purchaser be returned intact to it, or to one of its authorized distributors, with transportation charges prepaid, and which its examination shall disclose to its satisfaction to have been thus defective; this warranty being expressly in lieu of all other warranties expressed or implied and of all other obligations or liabilities on its part, and ANSA FONE CORP. neither assumes nor authorizes any other persons to assume for it any other liability in connection with the sale of its pfoducts.

This warranty shall not apply to any instrument or other article of equipment which shall have been repaired or altered outside the ANSA FONE CORP. factory or authorized distributor nor which has been subject to misuse, negligence or accident, incorrect wiring by others, or installation or use not in accord with instructions furnished by the manufacturer.

The corporation, through its Authorized Distributors, extends to all ANSA FONE users a yearly service policy covering all parts, labor and service calls, at a very nominal cost.

BE SURE TO MAIL ENCLOSED CARD